

## DIVISION OF HUMAN RESOURCES GUIDE FOR NAVAJO NATION EMPLOYEES

As the Navajo Nation continues to gradually reopen, public health and government officials are working together to maintain a safe, secure, and healthy working environment for all. The Division of Human Resources Guide for Navajo Nation Employees is intended to provide pertinent information related to the services offered by individual departments. Employees are encouraged to do their part to keep coworkers, customers, and themselves safe per the [Navajo Nation Executive Branch COVID-19 Worksite Safety Guidelines](#).

### Division of Human Resources - Administration (DHR)

The DHR Administration Office and all departments within the division are open Monday through Friday with limited services and/or by appointment only. For more information, please contact individual departments for or visit their website outlined in the attached directory.

### Department of Personnel Management (DPM)

For the safety and well-being of employees, DPM will be accepting Navajo Nation Employment applications electronically via email or facsimile only. Please refer to the following links below for more information:

- [DPM Limited Services](#) - processing of (PAF)s, applications, and all other inquiries.
- [COVID-19 Leave](#) - per the Personnel Policies Manual (effective June 3, 2020); procedures forthcoming
- *Alternative Work Schedules:* [Flexible Work Schedule](#) and [Telecommuting Procedures](#)
- [Special Duty Pay Procedures](#) - Guidance for determining pay for eligible employees working on behalf of the Navajo Nation's response to the pandemic. Per Executive Order No. 009-20, all Administrative Leave and Special Duty Pay is no longer available with respect to the reopening.

### Office of Background Investigations (OBI)\*

OBI will be conducting background checks by appointments only; no walk-in's allowed. To schedule an appointment, please contact their office at (928) 810-8589. For more information, please refer to the following:

- [OBI Security Packet Checklist and Instructions Sheet](#)
- \* *The Office of Background Investigations remains [temporarily closed until further notice](#). For more information, all inquiries may be received by the DHR Administration office at (928) 871-6375.*

### Navajo Occupational Safety & Health Administration (NOSHA)

NOSHA is currently inspecting Navajo Nation worksites and ensuring a safe working environment. All inquiries may be received by contacting their office at (928) 871-6742 or by email via Melanie James, Office Specialist, at [mjames@navajo-nsn.gov](mailto:mjames@navajo-nsn.gov). Please refer to the following forms:

- *Consultation Request Services Form*
- *Notice of Alleged Safety & Health Hazards*

### Navajo Office of Vital Records & Identification (NOVRI)

NOVRI continues to provide limited services. Several agency offices remain closed and the issuance of Navajo Nation Tribal Identification Cards are currently suspended at this time. The following procedures have been implemented to reduce the risk of COVID-19:

- [Document Request by Mail \(CIB, BIA 4432, etc.\)](#)
- [Navajo Nation Enrollment by Mail](#)

For more information regarding the Reopening of the Navajo Nation please visit their website at [www.navajoreopening.navajo-nsn.gov](http://www.navajoreopening.navajo-nsn.gov). Additional information regarding prevention tips and online resources to help stop the spread of COVID-19, visit the Navajo Department of Health's website at [www.ndoh.navajo-nsn.gov/COVID-19](http://www.ndoh.navajo-nsn.gov/COVID-19). For COVID-19 related questions and information, call (928) 871-7014. Thank you.

# NAVAJO DIVISION OF HUMAN RESOURCES

## Division Directory

Updated August 24, 2020

PHYSICAL LOCATION: Navajo Nation Building #2689 Window Rock Boulevard



<b>Dr. Perphelia Fowler</b>	<i>Division Director</i>	perpheliafowler@navajo-nsn.gov	6375
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<b>Rapheal Begay</b>	<i>Public Information Officer</i>	rlbegay@navajo-nsn.gov	6404
<b>Letisha Tom</b>	<i>Office Specialist</i>	letishatom@navajo-nsn.gov	6375
<b>DHR Administration</b>	<i>PO Box 9000 Window Rock, Arizona 86515</i>	<a href="http://www.dhr.navajo-nsn.gov">www.dhr.navajo-nsn.gov</a>	Fax: 6377
<b>DEPARTMENT OF PERSONNEL MANGEMENT</b>			6330
<b>*Reycita Toddy, Delegated</b>	<i>Human Resources Director</i>	Reycita.Toddy@dpm.navajo-nsn.gov <a href="http://www.dpm.navajo-nsn.gov">www.dpm.navajo-nsn.gov</a>	7772
P.O Box 7080 Window Rock AZ 86515			Fax: 6976
<b>STAFF DEVELOPMENT &amp; TRAINING DEPARTMENT</b>			6691
<b>*Troy D. Cook</b>	<i>Training and Development Supervisor</i>	troycook@navajo-nsn.gov	7269
PO Box 9000 Window Rock AZ 86515			Fax: 7112
<b>NAVAJO DEPARTMENT OF WORKFORCE DEV</b>			7707
<b>*Roberta P. Roberts</b>	<i>Department Manager III</i>	roberta.roberts@ndwd.org	7721
P.O Box 1889 Window Rock AZ 86515			Fax: 7116
<b>DEPARTMENT OF RETIREMENT SERVICES</b>			6944
<b>*Andrea Holmes,</b>	<i>Retirement Plan Administrator</i>	andreaholmes@navajo-nsn.gov	6105
P.O Box 5100 Window Rock AZ 86515			Fax: 6640
<b>OFFICE OF NAVAJO LABOR RELATIONS</b>			6800
<b>*Ronald M. Curtis,</b>	<i>Program Manager I</i>	rmcurtis@navajo-nsn.gov	6545
P.O Box 1943 Window Rock AZ 86515			Fax: 7088
<b>NAVAJO NATION TV &amp; FILM</b>			7826
<b>*Edsel Pete,</b>	<i>Program Manager I</i>	epete@navajo-nsn.gov	7350
P.O Box 2310 Window Rock AZ 86515			Fax: 7355
<b>NAVAJO OFFICE OF VITAL RECORDS &amp; ID</b>			6386
<b>*Ronald D. Duncan,</b>	<i>Program Manager I</i>	rduncan@navajo-nsn.gov	6883
P.O Box 3240 Window Rock AZ 86515			Fax: 6397
<b>NAVAJO OCCUPATIONAL SAFETY &amp; HEALTH AD</b>			6742
<b>*Walter B. Hudson,</b>	<i>Program Supervisor I</i>	walterhudson@navajo-nsn.gov	6822
P.O Box 1447 Window Rock AZ 86515			Fax: 6825
<b>DEPT OF CHILD SUPPORT SERVICES</b>			7194
<b>*Judy K. Platero,</b>	<i>Program Manager I</i>	jplatero@css.navajo-nsn.gov	7195
P.O Box 7050 Window Rock AZ 86515			Fax: 7196
<b>OFFICE OF BACKGROUND INVESTIGATIONS</b>			928-810-8589
<b>*Jolene D. Etsitty, Delegated Supervisor</b>		jdetsitty@navajo-nsn.gov	Fax: 8599
P.O. Box 4020 Window Rock, AZ 86515			

### HEALTH, EDUCATION AND HUMAN SERVICES COMMITTEE [HEHSC] of the 24<sup>th</sup> Navajo Nation Council

\*Daniel Tso, *Chairman* \*Carl Roessel Slater, *Vice Chair* \*Paul Begay \*Pernell Halona \*Charlaine Tso \*Edison J. Wauneka  
Legislative Advisor – Beverly Martinez ext. 7220 [www.navajonationcouncil.org](http://www.navajonationcouncil.org)